

YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT



Announcement # 2015-007 Issue Date: 01-16-15 Closing Date: 02-02-15

**Planner**  
**Economic Development**  
**Department of Administration**  
**Hourly Wage: \$18.58/Regular/Full-Time**

Establish a baseline understanding of economic and social conditions on the Yakama Reservation. Develop methods for gathering accurate, comprehensive and easily-understandable data that can be analyzed to provide insight and recommendations regarding policy formulation and decision making relevant to economic development. Provide reliable and relevant data regarding the tribal and local community to Yakama Nation programs for use in grant applications.

**Knowledge, Skills and Abilities:**

- Knowledge of automated spreadsheet and database programs.
- Knowledge of the procedures used in compiling, tabulating and verifying statistical data.
- Ability to manipulate data into different standard formats.
- Ability to demonstrate strong problem-solving skills.
- Ability to demonstrate a high level of accuracy and attention to detail.
- Ability to demonstrate good interpersonal skill to work independently and within a team.
- Ability to maintain communicate effectively both orally and in writing.

**General Recruiting Indicators:**

Bachelor's Degree and at least two college-level course related to statistics and one college level course in social sciences.

**Special Requirements:**

- Required to pass a pre-employment drug and alcohol test.
- Ability to successfully pass a pre-employment background check.
- Must possess a valid Washington State Driver License with the ability to obtain a Yakama Tribal Drivers permit.